

MESSAGE APPROVED FOR RELEASE BY THE HRO DIRECTOR, BEAUFORT TRI-COMMAND

29 MARCH 2006

WHAT'S NEW THIS WEEK?

REMEMBER TO "SPRING FORWARD" THIS SATURDAY!

CURRENT CIVIL SERVICE VACANCIES

The current Civil Service Vacancy Listing "Plus" can also be accessed from any computer at any time at <http://www.nhbeaufort.med.navy.mil>.

NOTE: To be eligible for consideration for jobs being announced through CHART, you must have "civil service status". This means that you must (1) currently work in the Federal service; OR, (2) have previously worked in Federal civil service; OR, (3) currently be employed with a Non-Appropriated Fund (NAF) activity; OR, (4) have active duty military service and meet the eligibility requirements for appointment into the civil service through the Veterans Readjustment Act (VRA) or the Veterans Employment Opportunity Act (VEOA) (websites for veterans' hiring programs are listed later in this announcement).

If you do not have "civil service status", then you can only be appointed through OPM's Delegated Examining Unit recruitment process. DEU positions are open to all U.S. citizens.

MCRD, PARRIS ISLAND

For additional information, contact Barbara Bernthal, HR Branch Office, MCRD, Parris Island at 228-2378.

(2) Laborer
WG-3502-03
\$11.95 - \$13.93 ph

DEU
Ann # SE6-3502-03-MK303387-DE
Open 3/28; closes 4/4
I and L Dept, FMED

(3) Firefighter (BLS)
GS-0081-07
\$35,116 - \$45,648 pa

CHART
I and L Dept, Fire Div

Wastewater Treatment Plant Operator
WG-5408-09
\$17.66 - \$20.61 ph

DEU (to be posted)
I and L Dept, FMED

Motor Vehicle Operator
WG-5703-07
\$15.76 - \$18.37 ph

CHART and DEU (to be posted)
I and L Dept, FMED

Org Defense Travel Admin
GS-0501-9/11
\$42,955 - \$67,567 pa

CHART
Comptroller Dept

(2) Supply Clerk
GS-2005-03
\$22,572 - \$29,346 pa

CHART
I and L Dept, Supply Division

Training Support Assistant
GS-0303-06
\$31,601-\$41,080 pa

CHART
Ops and Training Dept

AC Equip Mechanic
WG-5306-08
\$16.70-\$19.49 ph

DEU Ann # SE6-5306-08-MK303419-DE
Opens 3/24; Closes 3/31

MCAS BEAUFORT

For additional information, contact Caterina Antonacci, HR Branch Office, MCAS Bft at 228-7272

Social Program Advocate,
GS-0102-09
\$42,955-\$55,846 pa

CHART
MCCS

NAVAL HOSPITAL BEAUFORT

For additional information, contact Sheila Sofaly, HR Branch Office, Naval Hospital Beaufort, 228-5574

Management Analyst
GS-0343-07/09
\$31,209-\$49,632 pa

CHART
Manpower

6TH MARINE CORPS RECRUIT DISTRICT

Financial Manager
GS-0505-12
\$62,291-\$80,975 pa

CHART - 6th MCD ONLY
Hdqtrrs, MCRD, Comptroller Div

MARINE CORPS COMMUNITY SERVICES -- SOUTH CAROLINA (MCCS-SC)

For information about NON-APPROPRIATED FUND (NAF) positions with MCCS-SC at Parris Island and Marine Corps Air Station Beaufort, go to www.mccssc.com then click on [Area Job Listing](#). Please direct any questions concerning NAF positions to the MCCS-SC Personnel Office listed in the website.

A NEW "CHART" TIP

Since we published the announcement last week about Special Flyers through CHART, we've gotten a number of calls and e-mails with "tips" from regular CHART users and civil service job seekers. The one that may be most helpful comes from an employee who says that he does not have to be concerned about whether vacancies are an open-continuous announcement, or advertised through a CHART Special Flyer, or on DEU.

The caller said that he simply goes to the CHART website and clicks on "SE" (for southeast) and ALL of the announcements appear. He said that he does this every few days to ensure that he does miss any announcements.

In an effort to share "lessons learned" by others, we wanted to pass this information along to you. After this week, we'll incorporate this "tip" in "But Wait There's More Good Info Below" under the section on CHART.

We hope that this information will be helpful to you. If you have any "tips" that you've learned about CHART, please let us know and we'll be glad to publish them!

FEDERAL EMPLOYEE RESERVISTS MAY BE ELIGIBLE FOR LEAVE, BACKPAY

Federal employees who served in the military reserves may now be eligible to be compensated for wrongly charged military leave dating as far back as 1980, because of a recent ruling from the Merit Systems Protection Board, an adjudicative agency.

Government workers are given up to 15 paid days of leave a year to spend in the National Guard or military reserves. But until 2000, the government was erroneously counting weekends and holidays in this tally.

Last July, the MSPB [ruled that](#) employees who served in the reserves between 1994 and 2000 were eligible for compensation for mistakenly charged leave. The MSPB recently issued a ruling pushing the date back to 1980.

Compensation would take the form of extra leave days for most employees. Retirees and workers who used leave without pay to compensate for the extra days may be eligible to receive back pay.

If you believe that you might be affected by this ruling, please notify Maggie Watson, Human Resources Assistant, who will take your name and contact information. As soon as guidance is available on how to file a claim, HRO will get that information to those who have contacted our office.

FOOD FOR THOUGHT

Diplomacy is the art of saying 'Nice doggie' until you can find a rock.

Will Rogers (American humorist)

BUT WAIT!

THERE'S MORE GOOD INFO BELOW!

**...ABOUT RECRUITMENTS THROUGH
Dept of Navy's "CHART"**

HOW DO I APPLY

FOR CIVIL SERVICE JOBS IN NAVY AND MARINE CORPS

USING "CHART"?

- * You must submit your resume' to the CHART database in order to apply and be considered for CHART job announcements. It is FAR PREFERABLE to get your CHART resume' in the RESUMIX database NOW rather than waiting for a particular position to become vacant.
- * Frequently check the CHART website for additional information regarding the effective date of the change. The website address is: <https://chart.donhr.navy.mil>.
- * Log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. New choices are being added to some of the menus.
- * After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply for.
- * SUBMIT your updated resume.
- * Use the APPLY NOW feature to use your updated resume already on file to apply to additional announcements. The APPLY NOW feature will work for any announcement except those where the announcement number ends in -DE or -NR.
- * Be sure to read the [Quick Tips and FAQs](#) that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.
- * Need to know what the qualifications are for a job you're interested in? Or do you need help in finding out the right words and terminology to use in your CHART resume'? Try going to the www.opm.gov website and looking at terms used in the classification standards and qualification standards for the series and grade level of the position(s) you're interested in.

WHAT ELSE DO I NEED TO KNOW ABOUT "CHART"?

- * Open-continuous announcements (which start with "DON") are for ALL of the Department of Navy.
- * When the HRSC--SE needs to announce a position that's not covered by a Navy-wide open continuous announcement, a stand-alone announcement open for a specified

period of time will be published. Stand-alone announcement numbers will start with EA, SE, or NW.

* Your resume will remain active in CHART for 6 months and you can submit it to apply to the new announcements.

* Be sure to include the CORRECT SERIES of the position(s) for which you want to be considered. Failure to include the correct series may be a "fatal screen out" factor for further consideration.

* Be sure to include the LOWEST GRADE LEVEL OR PAY you are willing to accept. Some employees have shown the desired grade level or pay only to learn, too late, that doing so automatically screened them out of further consideration for lower-graded positions in which they would have been interested.

* Use dashes (-), not slashes (/), when entering dates in your CHART resume'.

* If you go into MY STATUS in CHART, it will say that your resume has been submitted for a specific job and gives the job location number, but not the actual location. You can find out what the actual location of the job is by contacting the Employment Information Center at DSN 245-5733 or by contacting the Webmaster at the bottom of any e-page in CHART. OR you can go to www.neds.daps.dla.mil/Directives/notices/5400_3.pdf (the Standard Navy Distribution List, Shore Address Listing); push Ctrl + F keys; type in the job location number and it should highlight the command. The number is actually the Unit Identification Code but the listing is not all-inclusive. For instance: 00263 is for the MCRD but that number is not in there.

WONDERING WHY YOU DIDN'T GET REFERRED FOR A CIVIL SERVICE JOB?

Effective immediately, the Dept of Navy Employment Information Center is addressing issues related to qualifications and non-referrals. If you have questions about why you weren't referred for a civil service job or if you received a notice that you were not qualified to for a civil service position in CHART, you can forward your inquiry to the Employment Information Center by using one of the methods listed below.

Applicants can send their inquiries through the Contact the Webmaster Link located at the bottom of the CHART home page, <https://chart.donhr.navy.mil> or they may call 1-800-378-4559 or DSN 245-5733.

The hours of operation for the Resume Intake and Employment Information Center are Monday through Friday 9:00AM TO 8:00 PM EST.

...ABOUT RECRUITMENTS THROUGH THE U.S. OFFICE OF PERSONNEL MANAGEMENT Delegated Examining Unit (DEU) PROCESS

Some civil service positions are filled by the "DEU" recruitment process, especially positions that are hard-to-fill through with current civil service employees or other eligible candidates through "CHART".

To see (and apply) for jobs being filled through "DEU" at ALL Federal government agencies, go to www.usajobs.opm.gov. Be sure to follow the application instructions on the individual job announcement carefully as there are often different application processes at different government agencies!

For civil service positions being filled through the "DEU" process in Dept of Navy / U.S. Marine Corps only, you can also go to <https://chart.donhr.navy.mil>.

...ABOUT RECRUITMENT OF VETERANS

We get a lot of questions from applicants for civil service employment that are currently on or have previously been on active duty military service. Applicants for civil service positions who have active duty military service...

- May have civil service "status" and be eligible for recruitment through CHART under the Veterans' Readjustment Act (VRA) or the Veterans' Employment Opportunity Act (VEOA).

- May be entitled to "veterans preference" for recruitment through OPM's DEU

Additional information about VRA / VEOA eligibility and Veterans Preference can be found at <http://www.opm.gov/veterans/html/vetguide.asp#6>
<http://www.opm.gov/veterans/html/vetguide.asp>.

...ABOUT CIVIL SERVICE BENEFITS

Current civilian employees have TWO ways to access general and personal benefits information, to get retirement estimates, and to make changes for health, life and Thrift Savings Plan (TSP).

Employees can talk to a Benefits Line representative at 1-888-320-2917 Monday thru Friday 7:30 a.m. to 7:30 p.m.

Or employees can use the automated Employee Benefits Information System (EBIS) 24 hours a day, 365 days a year by clicking on the following website:
<http://www.civilianbenefits.hroc.navy.mil/>

Need help with EBIS? Contact the BENEFITS LINE representatives at 1-888-320-2917 who can help you set up an EBIS account and navigate the EBIS web page.

...ABOUT THE THRIFT SAVINGS PLAN (TSP)

As of 1 July 2005, TSP enrollment and changes can be done at any time! through the Employee Benefit Information System (EBIS) on-line benefit management website at <http://www.civilianbenefits.hroc.navy.mil/>

For more information about TSP, you can go to <http://www.tsp.gov/>. OR, for enrollment assistance and questions, you can call the ThriftLine or the TSP Service Office, toll free, at (877) 968-3778 (1-TSP-YOU-FRST)

...ABOUT THE CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

The Civilian Employee Assistance Program (CEAP) is a confidential program to help you get professional support for any personal concerns that may be causing problems in your personal life, your health, your job, finances, and your relationships with family and friends.

At no cost, any current civil service or NAF employee at any Marine Corps or Navy command in Beaufort SC can contact a professional CEAP counselor, any time "24/7", for private consultation, assessment, and referral to specialized resources in the community where you live for additional support and assistance. Every CEAP counselor is a professional licensed in South Carolina and selected by GHE HealthCare, an established and successful provider of Employee Assistance Programs.

To contact a CEAP counselor, simply call (toll free) 1-866-443-3277 (1-866-GHE-EAPS). For more information about the "Tri-Command" Civilian Employee Assistance Program or to contact a CEAP counselor by e-mail click on <http://www.federalsolutions.com/beaufortsc/>.

...ABOUT EMPLOYMENT VERIFICATION

The use of this system is mandatory for all Navy civilian employees for business matters that require verification of your civil service employment!

The toll free Work Number © Customer Service Center is 1-800-996-7566, Monday-Friday, 7am-8pm CST.

When you use it ...

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

Who receives the information ...

Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize can obtain this information by calling the "The Work Number for Everyone" © or visiting <http://www.theworknumber.com> once you give them a salary key.

Getting a salary key ...

Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>. You can obtain up to three salary keys. If unused, they will expire after six months. When prompted enter: Department of Defense Code: 10365; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD) format, for example March 27 would be entered as "0327". Some employees may not be able to access The Work Number by entering the four-digit, numerical month/day (MMDD) of birth as the default PIN. You should still be able to access the system by entering the four-digit, numerical month/year (MMYY) of birth as your PIN. Then change your PIN to any 4-8-digit number. Receive your salary key ... If using the telephone, have a pen and paper handy so you can write down the salary key (a six-digit number that will be voiced to you.) If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

Types of employment verification...

BASIC: Verifies that you are an DOD employee, spells your name, and provides your most recent start date, how long you have been employed and your job title.

BASIC PLUS: In addition to above, provides current salary information.

FULL: This option provides all of the above in addition to your gross earnings YTD and your salary history for the prior two years if available.

**...ABOUT THE NEGOTIATED AGREEMENT FOR CIVIL SERVICE EMPLOYEES
AT MCRD PI AND MCAS BEAUFORT**

The new Master Labor Agreement (MLA) covering the civil service (appropriated fund) bargaining units represented by AFGE Local 0429 at Marine Corps Recruit Depot Parris Island and AFGE Local 1951 at Marine Corps Air Station Beaufort is in effect as of 15 November 2005.

A copy of the new MLA is maintained and can be accessed at / printed from:

https://www.manpower.usmc.mil/portal/page?_pageid=278,1938374&_dad=portal&_schema=PORTAL

HRO has a limited number of hardcopies of the new MLA printed. If you are a bargaining unit employee or a supervisor/manager of a bargaining unit employee and would like a hardcopy of the new MLA, please contact any HRO staff member, leave your name and work telephone number with your request.

**...ABOUT HRO BEAUFORT "TRI-COMMAND"
(A satellite of Marine Corps Civilian Human Resources Office -- Southeast Region)**

Alphabetical Directory of HRO Staff Members

Commercial Area Code for all numbers is 843-; DSN prefix is 335-.

MAIN HRO NUMBER: 228-2217

(Follow prompts for the staff member you'd like to contact or to get other information.)

Antonacci, Caterina	Recruitment and Placement Specialist MCAS Branch Office, 228-7272
Bernthal, Barbara	Recruitment, Placement, Classification Spec PI Office, Bldg 286, 228-2378
Brandau, Nancy	Director PI Office, Bldg 286, 228-2203
Golson, Cynthia	EEO Manager PI Office, Bldg 286, 228-2647
Najmowski, Jessica	Labor & Employee Relations Specialist MCAS Branch Office, 228-7090
Oliver, Cynthia	HR Programs/Workers Comp Specialist PI Office, Bldg 286, 228-4180
Sofaly, Sheila	Recruitment, Placement, Classification Spec BNH Branch Office, 228-5574
Watson, Magdalene	HR Assistant, PI Office, Bldg 286, 228-3690
Witmer, Norm	Labor & Employee Relations Specialist PI Office, Bldg 286, 228-2185

